



USP&FO FOR NM
GPC NEWS

MAY 2007

GOVERNMENT PURCHASE CARD PROGRAM

ATTENTION ALL BILLING OFFICIALS AND CARDHOLDERS:

Next Billing Cycle ends: 19 May 2007

Suspense date for Approving and Certifying your accounts: **24 May 2007**

NMNG YEAR TO DATE US BANK ACCOUNTS:

126 CARDHOLDERS

32 BILLING OFFICIALS

CARDHOLDERS



STOP- Stop Think Observe Pursue

1. Maintain a spreadsheet showing monthly LOA amount minus purchases made.
2. Conduct research on all items before purchasing. Best product for your bucks.
3. Prevent split purchases. Single purchase limit: \$2,500. Separating a requirement that exceeds a Cardholder's single purchase limit or threshold into two or more buys. This action is prohibited.

GOVERNMENT PURCHASE CARD PROGRAM

BILLING OFFICIALS:



What's my limit?

1. Verify and certify as to the validity purchases made by cardholders.
2. BO is financially liable for improper payments resulting from misuse or abuse of the GPC.
3. BO is responsible to notify the GPC Manager (in writing) when cardholder is transferring, retiring, deploying, etc... An open account is very vulnerable to Identity Theft in our world today.



PROGRAM MANAGERS:

Are you on target with funds available?

1. Responsible for coordinating GPC funding and spending limits with the Billing Official.
2. Establishing bulk funding for each account, at either the Cardholder or Billing Official level
3. Providing the Billing Official or Cardholder with an official notification of funding (LOA)
4. Assisting with resolving accounts that are in a delinquent status and providing payment information when requested

GPC TRAINING

The next GPC Local Training Course for **first time** Billing Officials and Cardholders will be conducted at **0830 hrs, 14 May 2007 and 6 June 2007** at the USP&FO Classroom. Attendees need to contact GPC Manager before attending course for further instructions. Program Managers are invited to attend this very informative course.

GPC Refresher Training: If, your last training was 2005 you are due to take the DAU Government Purchase Card Refresher Training -CLG 004. www.dau.mil

🔥 **REMINDER:** Transformation from C.A.R.E. to AxOL (Access On-line) will take place in **July/August** time frame. Requirements to take the Access Online Web-Based Training (WBT), **Deadline will be 15 May 2007.** <https://wbt.access.usbank.com>

Site Visits by the GPC Manager have started. Surveillance Checklist Guidance will be utilized and appointments will be set-up between GPC Manager, Billing Official and Cardholder.

Point of Contact for additional information:

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BEYOND THE STANDARD

